

**DIVISION OF GENERAL SERVICES**  
**Records Management Department & Duplicating Services Program**  
**P.O. Box 9000**  
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The Records Management Department was established within the Division of General Services and the Government Services Committee of the Navajo Nation Council serves as the oversight. The Records Management provides services and maintains government records, retention, optical imaging and duplicating services, and inter-office mail delivery services.

The Records Section intakes incoming resolutions; these resolutions are what has passed through the Navajo Nation Council Sessions and the (16) Standing Committees under Legislative Branch. Resolutions are prepared by Codifying & Color Coding of labels on file folders. Resolutions are retrieved when incoming customers request for information. Information pertains to the Chapter resolutions, sometimes Chapter Meeting Minutes, Home-site Leases, Navajo Nation Council resolutions, Budget & Finance Committee and the (16) Standing Committees. However, since the (5) Management System has been established for the Chapters, most of the Chapter records and their Meeting Minutes are now the responsibility of all Chapters.

There is information pertaining to employment of individuals; such as when their employment began and ended with the Navajo Nation. Our Warehouse No. 1, in Fort Defiance currently stores most of the Controller's Office/Finance records and information, correspondences from departments/programs. Departments/programs may request for storage of their records/materials to Records Management. Their program would need to provide a listing of their records, contents listed in the boxes by file folders; their own staff would prep and prepare their own records/materials in proper storage boxes, if space is available. Staff at Records Warehouse No. 1 will pick up these boxes upon inspecting the boxes and their contents, to make sure it corresponds to the listing. A retention period is allowed for certain records, though, the department/program will take place at the department/program discretion. A process by way of signatures will take place with the Office of Attorney General reviewing the records for disposition. Also, Mail Delivery & Services is provided by this department. Mail is delivered daily within the Window Rock, St Michaels and Fort Defiance areas, including the inter-office government mail.

The Duplicating Section is centralized located in Window Rock for duplicating services provided to the Navajo Nation departments/programs. Customers request for copying services. A Form request describes the kind of copying services to be requested. This office has (2) High Volume copiers and (1) High Volume color copier unit. The Duplicating Service section is an Internal Service Fund account to cover the cost of providing duplication services and other functions, such as, personnel, operating supplies, monitoring the production of copies produced, revenues received, and photocopier acquisition for various departments/programs. Our objective is to initiate proper control of the internal service fund to properly operate a centralized duplicating service for the Navajo Nation government offices. This department currently maintains 150 copiers reservation wide. It is essential for these departments/programs to have a copier for their use.